



# CERTIFICATIONS CDFM & CGFM

June 24, 2004

# OVERVIEW

- The certifications & their sponsors
- Eligibility criteria
- Prep courses & other prep methods
- Examination format
- Cost
- Application procedures/test registration
- Reimbursement
- Maintaining the certification
- References

# CDFM & CGFM

**CDFM** - Certified  
Defense Financial  
Manager

- Tests knowledge of  
Defense Financial  
Management

**ASMC** - American  
Society of Military  
Comptrollers

**CGFM** - Certified  
Government  
Financial Manager

- Tests knowledge of  
Federal, State &  
Local Government  
Financial  
Management

**AGA** - Association of  
Government  
Accountants

# ELIGIBILITY CRITERIA

## CDFM

- Read & attest by signature to the ASMC Pledge of Professionalism
- Have a high school diploma or equivalent
- Have completed the required years of financial management experience\*\*
  - 4 years Federal Govt. experience (associate degree or higher)
  - 3 years Defense-related experience (without degree)
  - 2 years Defense-related experience (associate degree or higher)

\*\*May take the exams before completing the required experience, but will not receive certification until experience requirement is met.

# ELIGIBILITY CRITERIA

## CGFM

- Read & attest by signature to the AGA Code of Ethics
- Have a bachelor's degree with 24 hours in financial management courses
- Have completed the required years of professional-level, government financial management experience\*\*
  - 2 years Federal, state or local government, private sector or academia experience

\*\*May take the exams before completing the required experience, but will not receive certification until experience requirement is met.

# PREP COURSES

## **CDFM**

Enhanced Defense Financial Management Training Course (EDFMT)

- one-week course covering all 3 modules
- presented by ASMC-licensed instructors
- FY 04 class location schedule at ASMC website

## **CGFM**

Government Financial Management Courses

- 3 separate courses, totaling 6 days of instruction
- presented by MCI instructors
- MCI class location schedule at AGA website

# OTHER PREP METHODS

## CDFM

- Self Study
  - \$50 to purchase the EDFMT book
  - Reading resources available on ASMC website

## CGFM

- Self Study
  - \$195 to purchase the online course for Exam 1
  - \$85 to purchase the Exam 2 Study Guide (w/o Continuing Professional Education credit - CPE)
- OR
  - \$125 to purchase the Exam 2 Study Guide (with 24 CPE hours - includes separate CPE examination)
  - Reading resources available on AGA website



# EXAMINATION FORMAT

## CDFM

- Computer-based testing
- Exams administered by Sylvan Prometric at Sylvan Technology Centers throughout the United States or certain base test centers
- 3 Modules
- Multiple-choice questions
- Minimum of 80 questions in each module
- 2 hours per module



# EXAMINATION FORMAT

## CGFM

- Computer-based testing
- Exams administered by Sylvan Prometric at Sylvan Technology Centers throughout the world
- 3 Modules
- Multiple-choice questions
- Approximately 100 questions per module
- 2 hours, 15 minutes per module

# EXAMINATION FORMAT

## CDFM

### **Module 1 - Resource Management Environment**

- Government Resource Management Environment
- Defense Resource Management Environment
- Manpower Management
- Personnel Management
- Management Internal Controls
- Fiscal Law

### **Module 2 - Budget & Cost Analysis**

- Planning, Programming, Budgeting & Execution (PPBE)
- Cost & Economic Analysis
- Business Management Process Improvement
- Fiscal Law

# EXAMINATION FORMAT

CDFM (cont.)

## **Module 3 - Accounting & Finance**

- Accounting
- Finance
- Auditing
- Fiscal Law

# EXAMINATION FORMAT

## CGFM

### **Examination 1 - Governmental Environment**

- Organization & Structure of Government
- Legal & Other Environmental Aspects of Government
- Interrelationships Among Planning, Programming, Budgeting, Operations, Accounting, Reporting & Auditing
- Governmental Financing Process
- Public Accountability
- Ethics in Government
- Financial Management Responsibilities & Skills

# EXAMINATION FORMAT

CGFM (cont.)

## **Examination 2 - Governmental Accounting, Financial Reporting & Budgeting**

### - General Knowledge Section

- Influences, Objectives & Standards Setting
- General Principles of Governmental Financial Accounting
- Financial Reporting
- Cost Accounting & Performance Reporting
- Budgeting

### - Detailed Knowledge Section

- State & Local Financial Accounting & Reporting
- Federal Financial Accounting & Reporting

# EXAMINATION FORMAT

## CGFM (cont.)

### **Examination 3 - Governmental Financial Management & Control**

- Internal/Management Control
- Auditing
- Performance Measurement & Reporting
- Financial & Managerial Analysis Techniques
- Financial & Managerial Concepts, Controls & Techniques as Applied to Specific Activities  
(i.e., Cash Management, Investment Management, Credit Management/Debt Collection, Procurement Management, Inventory/Supply Management, Financial Management Systems)

# COST

## CDFM

- \$20 ASMC Membership Dues until July 1, 2004/  
\$26 ASMC Membership Dues after July 1, 2004
- \$35 Program Enrollment Fee (ASMC member)  
(Non-Refundable) **OR**  
\$70 Program Enrollment Fee (non-ASMC member)  
(Non-Refundable)
  - Entitles Candidate to a 2-Year Testing Period
  - \$35 Program Re-enrollment Fee if Longer than 2 Years
- \$95 per Module Examination Fee (\$285 for all 3 Modules)
  - \$95 Re-examination Fee per Module (no wait period)
  - \$95 Late Cancellation, No Show or Late Show per Module



# COST

## CGFM

- \$90 AGA Membership Dues (+ State Chapter Dues \$0-\$20)
- \$85 Application Fee (Non-Refundable)
  - Entitles Candidates to a 3-Year Testing Period
  - \$85 Program Re-enrollment Fee if Longer than 3 Years
- \$109 per Module Examination Fee (\$327 for all 3 Exams)
  - \$109 Re-examination Fee per Module (30 day wait period)
  - \$109 Late Cancellation, No Show or Late Show per Module

# APPLICATION PROCEDURES

## CDFM

- Complete ASMC Individual Membership Application (if desired) & mail with \$20 (\$26 after 7/1/04) check to:

ASMC National Headquarters  
Alexandria, VA 22314

- Once ASMC member number is received, complete CDFM Program Enrollment Form & Verification of Financial Management Experience Form & mail with \$35 check (or \$70 check if non-member) to:

ASMC CDFM Program  
Alexandria, VA 22314

# APPLICATION PROCEDURES

## CGFM

- Complete AGA Membership Application (if desired) & mail with (\$90 + state chapter dues amount) check to:

AGA National Headquarters

Alexandria, VA 22301-1314

- Once AGA member number is received, complete CGFM Program Application\*\* & Verification of Government Financial Management Work Experience Form & mail with \$85 check to:

AGA Office of Professional Certification

Alexandria, VA 22301-1314

\*\*Must provide proof of bachelor's degree, including 24 hrs FM topics

# TEST REGISTRATION

## CDFM - Purchasing the Exams

Once confirmation letter is received from ASMC National HQ with your Candidate ID number:

- Go to ASMC website & click on “Test Information”
- Click on “To Register for an Exam...”
- Click on “Browse the Catalog” under “New User”
- Click “Add to Shopping Cart” next to modules
- Click on “Check out”
- Input your personal information at the registration screen
- Verify all info & selected exams and “Click here to enter our secure purchasing area”
- Enter credit card information & click “Process Transaction”
- Print confirmation emails with 14-digit Prometric authorization numbers/Client ID

# TEST REGISTRATION

## CGFM - Purchasing the Exams

Once confirmation letter is received from AGA National HQ with your Candidate ID number:

- Go to AGA website & click on “CGFM Registration”
- Click on “How do I Purchase the Exams” & “Examination Purchase”
- Click on “Browse the Catalog” under “New User”
- Click “Add to Shopping Cart” next to modules
- Click on “Check out”
- Input your personal information at the registration screen
- Verify all info & selected exams and “Click here to enter our secure purchasing area”
- Enter credit card information & click “Process Transaction”
- Print confirmation pages with 14-digit Prometric authorization numbers/Client ID

# TEST REGISTRATION

## CDFM & CGFM - Making Test Appointments

- Go to Prometric website
- Click on "Academic, Professional, Government & Corporate", "United States" and your state. Click "Next"
- Click on "Schedule an Exam" & "Net Certification". Click "Next"
- Read client information & click "Next"
- Read policy agreement & click "I agree". Click "Next"
- Select "Net-Net 2--2 Hour Appointment Time Block" & click "Next"
- Select Prometric Test Center of your choice & click "Next"
- Use << >> buttons on calendar to select month. Click on highlighted dates to see available times. Select date & time and click "Next".
- Input registration information, including 14-digit Client ID, & click "Next".
- Verify appointment information & print the confirmation page.

# REIMBURSEMENT

## Military - Active, Veteran or Dependant

- Montgomery G.I. Bill (MGIB)
- Veterans Educational Assistance Program (VEAP)
- Dependent Educational Assistance (DEA)

## Military - Army & AF Reserve, Army National Guard (CDFM only)

- Defense Activity for Non-Traditional Education Support (DANTES)

## Civilians - DoD & Government Agencies

- Check with your agency's HR/Training Department for their policy



# REIMBURSEMENT

## What's eligible for reimbursement:

- MGIB, VEAP, DEA
  - CDFM & CGFM test costs only (membership fees, enrollment/application fees, preparation guides & renewal fees will not be reimbursed) for certification tests taken on or after March 1, 2001 (retroactive)
  - You can be reimbursed for tests which you do not pass
  - You can be reimbursed for test retakes
  - Must have remaining entitlement to cover the cost of the test and your delimiting date must not have passed
- DANTES (Army MOS 73 Series)
  - CDFM test costs only (membership fees, enrollment fees, preparation guides & renewal fees will not be reimbursed)
  - You cannot be reimbursed for tests which you do not pass

# REIMBURSEMENT

## Applying for Reimbursement:

- MGIB, VEAP, DEA - No official application form

Send to your regional VA office a copy of your test results with a letter requesting reimbursement.

Include: your name & SSN, name of test & date taken, name & address of ASMC or AGA, cost of test, & this statement "I authorize release of my test information to VA."

**\*\***If you have never previously filed a claim for VA education benefits, you'll also need to submit an on-line application for benefits:

- Active duty or Veteran - VA Form 22-1990
- Eligible child or spouse - VA Form 22-5490

# REIMBURSEMENT

## Applying for Reimbursement (cont.):

- DANTES

Send completed DANTES Form 1147 (available at the DANTES website under “Certification Programs” & “Reimbursement”) & a copy of your test results as proof of completion to:

DANTES

Code 20J

Pensacola, FL 32509-5243

# MAINTAINING YOUR CERTIFICATION

## CDFM

- 80 hours of continuing professional education (CPEs) every 2 years (from date of certificate)
- \$20 Certification Renewal Fee every 2 years

## CGFM

- 80 hours of CPEs every 2 years (from January 1 the year following the date of certificate)
- Minimum 20 hours of CPEs in first year
- \$20 member/\$60 non-member Certification Renewal Fee every 2 years

# RESOURCES

## **CDFM**

[www.asmc certification.com](http://www.asmc certification.com)

(800) 462-5637 x236

## **CGFM**

[www.agacgfm.org](http://www.agacgfm.org)

(800) 242-7211

## **Sylvan Prometric**

[www.2test.com](http://www.2test.com)

(800) 715-8345

## **Veterans Benefit Administration (MGIB, VEAP, DEA)**

[www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm)

(888) 442-4551

## **DANTES (Army & AF Reserve & Army NG)**

[www.dantes.doded.mil/dantes\\_web/certification](http://www.dantes.doded.mil/dantes_web/certification)

(850) 452-1360

## **Army COOL - Credentialing Opportunities On-Line**

[www.cool.army.mil](http://www.cool.army.mil)

# QUESTIONS?

DFAS-IN

DNO-TSO

(317) 510-3973

DSN 699-3973